

JOB DESCRIPTION

Job Title:	Staff Nurse
Base:	Amersham Hospital
Agenda for Change banding:	5
Hours of Work:	37.5 hours per week
Details of Special Conditions:	Integrated Elderly Community Care
Managerial Accountability & Professional Accountability	Matron & Ward Sister

MAIN PURPOSE OF THE POST

The post-holder is responsible for the assessment of care needs and the development of programmes of care, as well as the implementation and evaluation of these programmes. The post-holder is expected to carry out all relevant forms of care without direct supervision, and may be required to demonstrate procedures to, and supervise, qualified / unqualified staff.

The following papers define the key functions of the post-holder, together with significant examples of the activities he / she will need to direct or personally execute to achieve the job purpose.

These examples have been chosen to illustrate the authority and limits of discretion assigned to the post, and to point to the standards expected of the post holder.

The post-holder will participate in an annual performance review at which appropriate targets will be defined. To this end the job description is presented in a working document and is therefore, subject to alteration in the event of significant developments.

RESPONSIBILITIES

1. **To participate in the organisation and delivery of patient care services in such a manner as to contribute to the maintenance of the highest standards of care. Assists the Ward Manager to manage the nursing care of patients through the sequential process of:**
 - Identifying the needs for nursing care of individual patients in the context of prescribed medical care.
 - Undertakes the nursing assessment of the patient, including risk assessments, e.g. Tissue viability, falls etc. and re-evaluates.
 - Planning and delivering an individual programme of nursing care for each patient, incorporating objectives, and re-evaluates.
 - Supervising qualified / unqualified staff, to ensure the optimum application of skills necessary to provide the care planned for each patient.
 - Recording nursing care given and evaluating its outcome in relation to achievement of objectives; modifying care plans accordingly.

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- Discussed with and informs medical staff and other members of the multidisciplinary team, including external agencies when applicable, of patients' progress in relation to care given. Maintains a continuing dialogue with medical staff and the multidisciplinary team, including external agencies when applicable, on all matters relating to the welfare of patients.
- Interpret the significance of the patients clinical observations and records, making decisions and planning in areas affecting patient care; report promptly to medical or appropriate staff any matters which fall outside his / her responsibility.
- Teaches patients to administer their own treatment (when appropriate) and gives instruction and advice prior to discharge.
- Acts as a health educator throughout the patients stay.
- Responds sensitively to the needs of patients families and visitors.
- Applies the approved policies relating to clinical nursing practice.
- Teaches learner nurses, and qualified / unqualified staff by example, demonstration, explanation & evaluation.
- Maintains and extends professional knowledge to keep abreast of current issues.
- To administer intravenous medication and blood transfusion, after appropriate training has been given and competency established as required.
- With appropriate training and assessment, working within the scope of Professional Practice, undertake extended roles e.g. male catheterisation, venepuncture & cannulation, care of central lines.
- Be aware of the common treatment regimens and side effects, adopting a problem solving approach in managing the potential complications of treatment.
- Ensure all relevant investigations are carried out prior and to complete all relevant documentation.
- Co-ordinate patients treatment as a result of pre-treatment investigations.
- Acts as a link nurse and participates in audits as appropriate.
- Ensure that all procedures are carried out in accordance with protocols.

2. To participate in the managerial control of the ward / department. Promote effective working relationships and proper management of resources assigned to the area:

- To deputise in the absence of more senior members of the team, and take charge of the ward.
- Assists in the control and safe management of ward stock of drugs, ensuring the legal and Trust policies are observed.
- Ensure the safe custody and administration of drugs in accordance with the drug policy.
- Assists with maintenance of economic control of supplies and equipment. Monitors and initiates remedial action where necessary.
- Ensures that Health & Safety policies are observed, with particular reference to Fire Precautions, and that staff are familiar with action to be taken in an emergency.
- Maintains knowledge of the Human Resources Policies and consultative and advisory arrangements within the Trust.
- Participates in the exchange of information and views within the ward / department and the nursing unit.

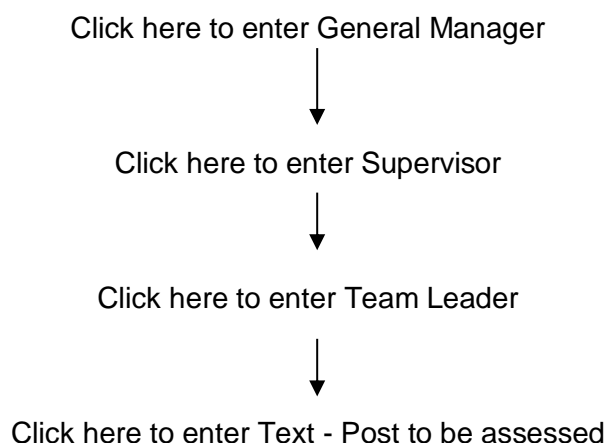
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- Ensure effective use of available resources, and demonstrates IT skills, in assisting with data collection as required.
- Assists with the coordination of activities of other departments e.g. domestic services, medical records etc.
- Informs the Ward Manager / Matron of personnel problems, where appropriate.
- Liaises with Ward Manager on progress and training needs of learner nurses and Health Care Assistants.
- To undertake regular individual performance reviews in conjunction with a Band 6 Nurse, and agree personal development plans in line with service objectives.
- Helps to maintain a safe, clean, pleasant and therapeutic environment for patients and staff, taking remedial action when necessary.
- Participate in keeping accurate and legible records, and be aware of the legal implications of these documents.
- Ensures that discharge and transfer of patients is conducted within the Hospital Policy, and participates in the Daily Facilitated Meeting to reduce the overall Trust length of stay.
- Acts at all times in accordance with the NMC Code of Professional Conduct (ensures all colleagues also act in accordance with the Code of Conduct), and within the principles of the scope of professional practice.
- As experience develops, manages the staffing bleep in the absence of more senior staff. As a shift coordinator, takes charge of the patient and staff experience, including reporting all absenteeism, lateness and sickness.

ORGANISATION CHART



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ADDITIONAL INFORMATION

Trust Values

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Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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